

2005-2006 Perkins Data Training Workshop

1. Go to <http://vistronix.state.sd.us/OCTEDataCollection>

2. Sign In.

South Dakota
OCTE
Office of Career and Technical Education

User Sign In

User Name:

Password:

Sign In

Forgot your Password?

Enter Your Email Address:

South Dakota Department of Education Accountability Portal.

The primary modules of the Portal are:

1. Perkins Application: Each school in the State completes its Perkins funding. Each Co-op, Consortium, or School District completes their application and submits it for review. Each school may have several review users have the ability to either make modifications to the previous user with comments for modification activity will be May through December.

2. Student Information System: This module contains information on Students, Programs, Schools, and Teachers.

A. Enter your 'user name' (7 digit school Identification #)

B. Enter your password.
This is the same as last year's password.

'sdtest' is the default password if you did not change it.

If your password does not work, contact OCTE office. They can reset your password.

C. Click 'sign in'

3. Check Teacher Information & Assignment Codes

South Dakota
OCTE
Office of Career and Technical Education

Reports Teachers Admin Help

School Year: 2005

TEACHER SEARCH

Please Enter Last Name and/or First Name of a Teacher:

Last Name:

First Name:

Attendance Center:

Search 2 Rows returned

Edit	Name
	Larsen, Christina
	Quick, James

A. Click on the '**Teachers**' button

B. Click on '**Attendance Center**' drop-down bar and choose your attendance center.

C. Click '**Search**'

D. A list of teachers names will appear. Make sure all your teachers appear. If any teachers do not appear, notify OCTE.

E. Click on '**Edit**' icon button beside each teacher's name. Enter the teacher's telephone #, fax #, and e-mail.

F. Click the '**Save**' button.

G. Repeat steps 'E' and 'F' for each teacher.

Attendance Center Name: ALCESTER-HUDSON HI SCH

[Assignments](#) [Search](#)

TEACHER (Profile)

Phone: Fax:

[Profile](#) [Search](#)

TEACHER (Staff Assignments)

Att. Center Number	Attendance Center Name	Assign. Code	Assignment Description
	ALCESTER-HUDSON HI SCH	55015	Comprehensive Family and Consumer Sciences, Multiple Grades
	ALCESTER-HUDSON HI SCH	55017	Interpersonal Relationships
	ALCESTER-HUDSON HI SCH	55020	Parenting
	ALCESTER-HUDSON HI SCH	55025	Nutrition and Wellness
	ALCESTER-HUDSON HI SCH	55027	Consumer and Family

F. Click on '**Assignments**'

G. Preview the assignment codes that are available. They are pulled from the state PRF system. Your administrator inputs the assignment codes to the PRF system.


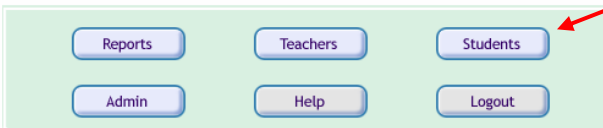
If the information is NOT correct, contact OCTE right away.

AND

You will need to have your administrator change the PRF system for next year.

4. Reporting Prior Credits

ronix.state.sd.us/OCTEDataCollection/teachers/Profile.aspx?TeacherID=1413

  Department of Education

STUDENT (Search):

SIMS #:

Last Name:

Attendance Center:




STUDENT (Search):

SIMS #:

Last Name:

Attendance Center:

131 Rows returned

Edit	Name	Attendance Center
		6100101-ALCESTER-HUDSON HI SCH
		6100101-ALCESTER-HUDSON HI SCH
		6100101-ALCESTER-HUDSON HI SCH

A. Click on the '**Students**' button at the top of the screen.

B. Click on the '**Attendance center**' dropdown box. Choose the high school.

OR
Type in the SIMS ID # or Student's Last Name

C. Click '**Search**' button'

D. A list of students will Appear

E. Click on the '**Edit**' button next to the student that you want to enroll.

Name: Albers, Brian W
 School Year: 2005
 Attendance Center #: 6100101
 Attendance Center Name: ALCESTER-HUDSON HI

[Enrollment](#) [Special Populations](#) [Credits Prior to 2005-2006](#) [Search](#)

STUDENT (Profile)

Attendance Center #: 6100101
 Attendance Center Name: ALCESTER-HUDSON HI SCH

[Profile](#) [Enrollment](#) [Special Populations](#) [Search](#)

Credits Earned Prior to 2005-2006

[Add](#)

Attendance Center #: 6100101
 Attendance Center Name: ALCESTER-HUDSON HI SCH

[Profile](#) [Enrollment](#) [Special Populations](#) [Credits Prior to 2005-2006](#) [Search](#)

Student Prior Data

CIP#/Program Code: 02-0100-Agriculture/Agricultural Sciences
 Credits/Carnegie Units:

[Save](#)

The student's Profile screen will appear.

F. Click on the '**Credits Prior to 2005-2006**' button.

G. Click on the '**Add**' button

H. Click on the **dropdown box** in the CIP Program Column.

I. Click on the correct **CIP # - Program**.

J. Enter in the total # of **credits** that the student has earned prior to 2005-2006 school year.

K. Click the '**Save**' icon.

L. Click the 'Add' button for each program you need to add. Only have one entry per program. Ex. Ag 2 credits or FACS 1.5 credits.

[Profile](#) [Enrollment](#) [Special Populations](#) [Search](#)

Credits Earned Prior to 2005-2006

[Add](#)

Edit	CIP#	Program Title	Carnegie Units	VSA	Placement Status	Delete
	02-0100	Agriculture/Agricultural Sciences	1			

If needed click on '**Edit**' button to edit the data .

If needed the red '**X**' icon will delete the row

4B. If the student is NOT currently enrolled, but has 2 credits in a program, enter the VSA and/or placement. Click on the Edit button beside the program

Student Prior Data

CIP#/Program Code: 02-0100-Agriculture/Agricultural Sciences
 Credits/Carnegie Units: 2
 Vocational Skills Attainment:
 Placement Completers: entering less than 4 year postsecondary

[Save](#)

If the student is in 11th grade with 2 credits a VSA box will appear. Enter their grade. Example: 90

If the student is in 12th grade with 2 credits a VSA box and placement dropdown box will appear. Enter data for both fields.

Click the 'Save' button

5. Enrolling Current Credits.

[Profile](#) [Enrollment](#) [Special Populations](#) [Search](#)

Credits Earned Prior to 2005-2006

CIP# / Program	Credits
02-0100-Agriculture/Agricultural Sciences	1.5
20-0101-Family & Consumer Sciences	1

[Profile](#) [Special Populations](#) [Search](#) [Credits Prior to 2005-2006](#)

STUDENT (Enrollment)

Add

STUDENT (Enrollment Add/Update)

Class Assignment Code: 55027-Consumer and Family Resources

Enrollment Date: 08/22/2005


Credits/Carnegie Units: 1

Save

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STUDENT (Enrollment)

Add

Edit	CIP Code	Program Title	Enrollment Date	Carnegie Units	Status
	55030	Career, Family and Community Connections	08/22/2005	1	Participat

A. Click on the '**Enrollment**' button

B. Student Enrollment Page will appear.

C. Click on the '**Add**' Button

D. Click on the '**Class assignment code**' drop down bar.

E. Choose the correct assignment code or course

F. Enter the enrollment date by clicking on the calendar or typing in the date. 08/22/2005

G. Enter the number of credits earned for that course. Ex. 1 or .5

H. Click the '**Save**' button.

I. Repeat steps D-H for each course the student is currently enrolled in by clicking the "**Add**" button for each course the student is enrolled in.

A table will appear displaying the student's current year courses, credits, and status.

6. If the Student is in 9th or 10th Grade skip to step 7.

6. Entering 11th and 12 Grade VSA (Vocational Skills Attainment) and/or Placement

Add					
Edit	CIP Code	Program Title	Enrollment Date	Carnegie Units	Status
	55030	Career, Family and Community Connections	08/22/2005	1	Concentrator
	55025	Nutrition and Wellness	08/22/2005	1	Concentrator

A. Click on the 'Edit' Button to the left of the assignment code that displays a 'concentrator or completer' in the status column.

STUDENT (Enrollment Add/Update)

Class Assignment Code: 55025-Nutrition and Wellness

Enrollment Date: 8/22/2005

Credits/Carnegie Units: 1

Vocational Skills Attainment: 89

Save

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If the student is in 11th Grade and has 2 credits, complete steps B and C.

If the student is in 12th Grade and has 2 credits, complete steps B, D, and E.

B. Enter the students Vocational Skills Attainment, VSA (Grade point average in the course). It has to be a percentage. Example: 89

If the student is enrolled in 2 courses in one program, average the VSA together and enter that average.

C. Click 'Save' Button

STUDENT (Enrollment Add/Update)

Class Assignment Code: 55020-Parenting

Enrollment Date: 8/22/2005

Credits/Carnegie Units: 1

Vocational Skills Attainment: 89

Placement Completers: entering 4 year postsecondary

Save

D. Click on the '**Placement Completer**' dropdown box. Choose the correct placement for the student.

E. Click '**Save**' button

A table will appear displaying the student's current year classes, Carnegie units/credits, status, VSA, Placement.

If needed you can click '**Delete**' button to delete a course and all information attached to it.

[Profile](#) [Special Populations](#) [Search](#) [Credits Prior to 2005-2006](#)

STUDENT (Enrollment)

Add								
Edit	CIP Code	Program Title	Enrollment Date	Carnegie Units	Status	VSA	Placement	Delete
	55025	Nutrition and Wellness	08/22/2005	1	Completer	90	entering 4 year postsecondary	Delete
	55020	Parenting	08/22/2005	1	Completer	89	entering 4 year postsecondary	Delete

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7. Check the total credits.

A. Click on the 'Profile' button

[Profile](#) [Enrollment](#) [Special Populations](#) [Credits Prior to 2005-2006](#)

STUDENT (Enrollment Add/Update)

STUDENT (Profile)

SSN: [REDACTED] SIMS ID #: [REDACTED]
DOB: [REDACTED] Grade Level: 11
Race/Ethnicity: White Graduation Date: 1/1/1900
Gender: Male SAT Comp Battery:

Program Code	Program	Credits	Status
02-0100	Agriculture/Agricultural Sciences	2	Concentrator
20-0101	Family & Consumer Sciences	1	Participant

B. Preview the student's program and credit information for accuracy.

This is a total cumulative of prior credits and current year credits.

8. Enter Special Populations Information

A. Click on the 'Special Populations' button

[Profile](#) [Enrollment](#) [Special Populations](#) [Credits Prior to 2005-2006](#)

STUDENT (Enrollment Add/Update)

[Profile](#) [Enrollment](#) [Search](#)

STUDENT (Special populations)

Disabled: ☐ Yes ☒ No
Non-Traditional: ☒ Yes ☐ No
Single Parent: ☐ Yes ☒ No
Other Barriers: ☐ Yes ☒ No

Save

B. Click on the 'Yes' button to any special population fields that apply to the student.

Economically disadvantaged and IEP student information is pulled from the state, and will be automatically pulled to the reports.

Non-Traditional student information will also be automatically pulled to the reports. You will not have to click on the 'Yes' button.

See the definitions to the left.

C. Click 'Save' button

Disabled: individuals who are mentally retarded, hard of hearing, deaf, speech impaired, visually impaired, seriously emotionally disturbed, orthopedically impaired, other health impaired, deaf-blind, multi-handicapped and or who have specific learning disabilities.

Non-Traditional

Auto-Body – Females
Automotive Tech – Females
Carpentry – Females
Child Care – Males

Computer Aided Drafting – Females
 Computer Cabling – Females
 Computer Maintenance & Repair – Females
 Computer Networking - Females
 Electronics – Females
 Health Occupations – Males
 Human Services – Males
 Machine Tool – Females
 Welding – Females

Single Parent – The student is a single parent or a pregnant female.

Other Barriers – Academically disadvantaged: a student that has scored below the 23rd percentile on the standardized test or has grades below 2.0 on a 4.0 scale or is on academic probation.

9. Entering MS Student Data (IF you do not have MS students skip to step 10.)

STUDENT (Search):

SIMS #:

Last Name:

Attendance Center:

OR

Type in the SIMS ID # or Student's Last Name

STUDENT (Table)

Edit	Name	Attendance Center
	Anderson, Eric	6100103-ALCESTER-HUDSON JR HI
	Braaten, Nicholas	6100103-ALCESTER-HUDSON JR HI
	Brown, Julia	6100103-ALCESTER-HUDSON JR HI
	Busch, Jacob	6100103-ALCESTER-HUDSON JR HI
	Dawdy, Jacob	6100103-ALCESTER-HUDSON JR HI
	Green, Karen	6100103-ALCESTER-HUDSON JR HI
	Haisch, Kelly	6100103-ALCESTER-HUDSON JR HI

Enrollment [Special Populations](#) [Credits Prior to 2005-2006](#) [Search](#)

STUDENT (Profile)

SSN: SIMS ID #:

DOB: Grade Level:

Race/Ethnicity: Graduation Date:

Gender: SAT Comp Battery:

Program Code **Program** **Credits** **Status**

A. Click on the **'Students'** button at the top of the screen.

B. Click on the **'Attendance center'** dropdown box. Choose the Middle school.

OR

Type in the SIMS ID # or Student's Last Name

C. Click **'Search'** button

D. A list of students will Appear

E. Click on the **'Edit'** button next to the student that you want to enroll.

F. Click on the **'Enrollment'** button.

The student's Profile screen will appear.

[Profile](#) [Special Populations](#) [Search](#) [Credits Prior to 2005-2006](#)

STUDENT (Enrollment)

[Profile](#) [Enrollment](#) [Special Populations](#) [Credits Prior to 2005-2006](#)

STUDENT (Enrollment Add/Update)

Class Assignment Code:

Enrollment Date:

Credits/Carnegie Units:

G. Click on the **'Add'** Button

The Student Enrollment page will appear.

H. Click on the **'Class Assignment Code'** dropdown bar. Click on the correct assignment code.

I. Enter the enrollment date.

J. For 1 semester MS course enter .5 credits. If you have a 9 weeks for 7th and 9 weeks for 8th, enter .5 credits when the student is a 8th grader.

K. Click **'Save'** Button

Repeat steps A-K for each MS student.

8. Enter Special Populations Information

[Profile](#) [Enrollment](#) [Special Populations](#) [Credits Prior to 2005-2006](#)

A. Click on the **'Special Populations'** button

STUDENT (Enrollment Add/Update)

[Profile](#) [Enrollment](#) [Search](#)

STUDENT (Special populations)

Disabled: ☐ Yes ☒ No

Non-Traditional: ☐ Yes ☒ No

Single Parent: ☐ Yes ☒ No

Other Barriers: ☐ Yes ☒ No

C. Click on the **'Yes'** button to any special population fields that apply to the student.

Economically disadvantaged and IEP student information is pulled from the state, and will be automatically marked.

Non-Traditional student information will also be automatically marked. You will not have to click on the 'Yes' button.

See the definitions to the left.

C. Click **'Save'** button

10. Running Reports

You can run the reports anytime during your data entry process. You need to run the reports after entering all data for your school.

A. Click on Reports tab at top center of page.

B. Click on '2006' in first dropdown Box labeled Period.

C. Click on Category dropdown bar and choose 'Student Enrollment'.

D. Under Report, click on the dropdown bar and choose the report you want. "School & Program"

E. When the report comes up, click on the "Printer Friendly Version" in upper left corner.

F. Print the report.

Print the following reports

Period	Category	Report
2006	Student Enrollment	By school by program
2006	Standards & Measures	Academic Proficiency by school by program
2006	Standards & Measures	Technical Skill by school by program
2006	Standards & Measures	Completers by school by program
2006	Standards & Measures	Placement by school by program
2006	Standards & Measures	Non. Trad. Enrollment by school by program
2006	Standards & Measures	Non. Trad. Completers by school by program.

Optional to Print:

2006	Student Summary	By school by Program
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Points to Remember

- Remember to enroll a student that has taken a **fall semester class**, but not currently in a **spring semester class**.
- **Semester course:** For a student that is enrolled in both a fall and spring class, enroll them in 2 different classes/assignment codes and enter the appropriate credits.
- **Yearlong courses:** For a student that is enrolled in a yearlong course, enroll them in one assignment code and enter the appropriate credits.
- **Prior Credits** – this is a one year only feature.
- If a student is **not currently enrolled**, remember to enter the prior credits and all other data for that student.
However: Do not enter data for a **Senior** that is **not currently enrolled** with **less than 2 prior credits** in a program.
- **Personal Finance Class:** Only enter data for students that have other credits in the Program. This applies to the FACS and Business Programs.
Business example.
Senior taking Personal Finance – no other Business courses taken – Do NOT Enroll
Senior taking Personal Finance – also taking other Business course – DO Enroll
FACS example
Senior taking Personal Finance – no other FACS courses – Do NOT Enroll
Senior taking Personal Finance – also taking other FACS courses – DO Enroll
- A student that is **failing a class**: You will still need to enroll that student. If they are a 11th or 12th grade student, enter their failing grade for the VSA.
- If a student has **dropped a class**: Do NOT enroll them.
- **Middle School Students** – For 1 semester MS course enter .5 credits. If you have a 9 weeks for 7th and 9 weeks for 8th, enter .5 credits when the student is a 8th grader.
- If the **assignment codes** are not correct, notify your local administrator to change the PRF system for next year. For this year, notify OCTE. OCTE will add your program to the portal. This will allow you to choose from all assignment codes in that program. You will have to select the specific course(s) that the student is enrolled in.
- If the **approved program** is not showing up, notify OCTE.
- If a school has **shared teachers**, the teacher needs to log in under each school separately. The multi-districts cannot pull students from their member schools.